



Computing Policy

Agreed January 2021
To Be Reviewed January 2024

Computing Policy

Our vision

At Castle Hill Infant school we want our learning community to become confident and creative users of technology. Our community will continually update their practice and procedures relating to online security to ensure that all groups have a good understanding of how to keep themselves safe online. Computing at Castle Hill Infant School will provide pupils with the foundation to understand and change the world through logical thinking and creativity. We aim to ensure computing is integral to all areas of the curriculum. Teaching and learning will be enriched, enhanced and exciting, thereby inspiring a commitment to lifelong learning.

Aims

Computing will encompass computer science, digital literacy and IT (we interpret the term 'information technologies' to include the use of any equipment which allows users to communicate or manipulate information electronically).

Our aim is to provide a high-quality computing education which produces learners who understand the concepts of computer science, solve problems, think logically and evaluate the use of IT. Learners will become responsible, competent, confident and creative users of IT to enable them to actively participate in a digital world.

We will do this by:

- **Providing a programme of continuing staff development for all staff so that they can effectively:**
 - help all children to use IT with purpose and enjoyment
 - help all children develop the necessary computing skills to exploit IT
 - help all children become autonomous users of IT
 - help all children to evaluate the benefits of IT and its impact on society
 - meet the requirement of the NC as fully as possible and help all children to achieve the highest possible standards

- **Providing a programme of study that ensures**
 - all children have equal access to IT in order to develop their personal computing capability
 - computing includes the teaching of computer science, enabling pupils to sequence instructions and to generate an outcome, e.g. programmable robots or events on and away from a computer or device
 - pupils have the skills, knowledge and understanding to use IT as a tool for learning
 - computing supports all curriculum subjects

- **Ensuring there is a clear progression of skills covering**
 - Digital literacy
 - IT
 - Computer Science
 - Online safety

Roles and responsibilities

Key responsibilities of Computing Co-ordinator (with support of Senior Management Team) –

- devising and implementing the development plan, policy and progression of skills
- monitoring success of above
- seeking and developing long term strategies for funding renewal and replacement
- informing governing body of developments
- co-ordinating the use and monitoring of and computing across the school
- liaising with and advising colleagues

Roles and responsibilities of other teaching staff

- identifying opportunities for the use of computing within their own class
- identifying specific software requirements
- identifying opportunities for monitoring and assessment of activities within their own class
- supporting children learning computing skills
- contacting the school's technical support for assistance when required

Curriculum administration

Teachers are expected to employ a range of strategies and to use their professional judgment to decide on the most appropriate approach.

These will include:

- using the computer for demonstrations to groups or whole class
- using interactive boards for demonstration to groups or whole class and encouraging children to do the same
- collaborative writing
- group or class discussions about the benefits and limitations of IT both inside and outside the classroom
- all children having equal access to a computer/device and equally active and involved in tasks
- teachers will intervene where appropriate to reinforce an idea or teach a new point
- each subject co-ordinator will ensure that computing is being used to support their subject.

E-safety in the classroom

Staff are aware that no search engine or filtering tool is ever completely safe, and appropriate supervision, use of safe search tools, pre checks of search terms, age appropriate education for pupils and robust classroom management must be in place. However there is still always a risk that children will be exposed to inappropriate content. The quality of information on the internet is variable. Staff and students will strive to continually critically evaluate the information available. Devices that children may bring into school will be risk assessed and held securely in accordance with the school's Data Protection policy.

Pupils' use of the internet and social media

The school has a responsibility to ensure that pupils in the school have been provided with appropriate education around the safe use of the internet and social media sites. This is part of the Computing programme of study and is also part of the PSHE curriculum. The school has adopted Project Evolve, created by SWGf1 to meet the areas identified by the UK Council for Internet Safety in their document "Education for a Connected World". This framework describes the digital knowledge and skills that children and young people should develop at different ages and stages of their lives. It highlights what a child should know in terms of current online technology, its influence on behaviour and development, and what skills they need to be able to navigate it. Project Evolve equips children and young people for digital life providing the right opportunities for discussion; prompted by appropriate questions accompanied by honest and useful information to shape thinking and challenge misconceptions.

Engagement and education of parents and carers

Technology is a tool that is commonly used in the home environment. The school considers it important that parents and carers are provided with the opportunity to hear about the benefits and risks of technology and how these can be managed. To meet this need the school will focus on providing workshops for pupils and parents to discuss:

- The range of different ways children and young people use and access technology e.g. mobile phones, games consoles, tablets and apps etc. not just laptops and computers.
- The many positive uses of technology as otherwise online safety can easily become frightening and scaremongering. To be aware that the vast majority of interactions and experiences on the internet are positive!
- The importance of developing risk awareness and risk management by children and young people (according to their age and ability) and resources parents/carers can use to help discuss online safety

Technical support

- The school subscribes to curriculum advice, software and technical services. The majority of problems are solved with advice from Hants IT and Harrap IT through HEAT calls raised online. For emergencies a telephone hotline is also available.
- It is expected that all staff will have the basic technical skills necessary to solve day-to-day minor problems.

Health & Safety

IT equipment away from sink areas. See risk assessment file. Display screen equipment, work station assessment, moving and handling risk assessment: IT equipment.

Parents' permission is sought for children to have their photographs taken.

Assessment, Record Keeping and Reporting to Parents

We are required to report annually to parents on each pupil's progress and attainment level in computing at the end of KS1.

Although computing is delivered through other subjects, computing skills need to be assessed in their own right.

Key computing skills will be assessed termly through using key objectives for assessment.

Work done by the children is saved in their own folders.

Monitoring

As part of the curriculum responsibilities the Computing Co-ordinator undertakes monitoring of the Progression of Skills through key objectives.

Linked Policies:

- SEND Policy
- Curriculum Policy
- GDPR Data Protection Policy
- Single Equality Policy
- Child Protection Policy
- Health and Safety Policy
- Acceptable Use, internet and e-safety Policy
- Safeguarding Policy